MSFC ERGONOMIC CHECKLIST

EMPLOYEE BADGE #

EMBLOYEE NAME			DI III DINIO	70011	DATE
EMPLOYEE NAME:	ORG. CODE:		BUILDING:	ROOM:	DATE:
ITEM	O.K.	CORR	ECTIVE ACTION	DATE ENTERED IN SHETRAK	SHETRAK NUMBER
Work Surface at proper height (elbows should be at 90-degree angle)					
Edges Protected (rounded or padded where forearms are rested)					
3. Proper Posture (back in neutral position, knees at 90-degree angle, forearms parallel to floor)					
4. Chair-Back Support					
5. Chair - (seat pan size correct)					
6. Chair - (armrests adjustable)					
7. Monitor - (16-29 inches away or at arms-length and positioned directly in front of keyboard)					
8. Monitor - Glare					
Keyboard (positioned directly in front of user)					
10. Mouse - (on same level as keyboard)					
11. Wrist Supports - (for the keyboard and the mouse, these may be obtained from the substore)					
12. Other: phone-rests, headsets, and trackball mouse, document holders, foot-rests, etc.					
EMPLOYEE SIGNATURE:		<u> </u>	FURNITURE REPRES	SENTATIVE:	
Is this an OSHA Recordable Case? If yes, please note the Case # and include NASA Form 1627 OSHA Recordable Case #		Top of Screen is Even With Forehead	Viewing Distance		
*Contractors: Call your Safety Representative if this is an OSHA Recordable Case				Copyholder at Same Height as Screen Adjust Keyboard Height so Wrists are Straight	Armrest Holds Elbows at 90° Angle Seat Back Supports Inward
If medical treatment or evaluation is deemed necessary because physical complaints currently exist, please contact Occupational Medicine and Environmental Health Services (OMEHS) at 544-2390. NOTES:			Table Height Screen Height Keyboard Height	Front of Seat	Curve of Spine Adjust Seat so That Thighs are Parallel to the Floor, and Feet are Flat on the Floor or Footrest
			Tat Tak	Cushion Rounded off	Thighs Fully Supported on Chair

MSFC Form 4413 (June 2009)